

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole. Region
3. Administration and Salt Lake Office (403)
36th West Fremont Ave.
Salt Lake City, UT 84101
801-239-2100

Records Officer Gina Proctor

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AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 11793

3

TITLE: Administration staff meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are created during meetings of the staff directed by the regional director and reflect the actions, decisions, and policies of the region office. The 1990 Utah General Retention Schedule, schedule 1, item 8 (Executive Calendars) states that these are "Records containing substantive information relating to the official activities of high-level officials which is not incorporated into memoranda, reports, correspondence, or other records included in the official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the state employees. See Daily Activity Schedules." These records document meetings as stated in the general retention description.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 20.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 11793

TITLE: Administration staff meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. If used as part of attorney work product

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 84667

3

TITLE: Bonneville community correctional center resident case files

DATES: 1981-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records document the history of each resident of a community correctional center. Some of the documents are produced by other agencies prior to the resident's arrival, such as pre-sentence investigations and psychological reports. The records are used to manage and administer the resident's program. Information includes face sheet, judgment and commitment order, pre-sentence investigations, chronological notes, progress reports, employment verification/worksheets, leave-time forms, sponsor application, program agreement/contract, case plan, checking account/financial information, release of information forms, discharge summary, disciplinary/incident reports, classification/risk assessment, and psychological evaluations.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 35.

AUTHORIZED: 04/28/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 84667

TITLE: Bonneville community correctional center resident case files

(continued)

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 82-05: 2 years after release.

PRIMARY CLASSIFICATION:

Public	Name of individual, crime committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, and home phone number, specified medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014 and Utah Code 63G-2-305(13) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 28197

3

TITLE: Fortitude treatment center resident case files

DATES: 2012-

ARRANGEMENT: Numerical by case number and then alphabetical by last name

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document the history of each resident of a community correctional center. Some of the documents are produced by other agencies prior to the resident's arrival, such as pre-sentence investigations and psychological reports. The records are used to manage and administer the resident's program. Information includes face sheet, judgment and commitment order, pre-sentence investigations, chronological notes, progress reports, employment verification/worksheets, leave-time forms, sponsor application, program agreement/contract, case plan, checking account/financial information, release of information forms, discharge summary, disciplinary/incident reports, classification/risk assessment, and psychological evaluations.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 35.

AUTHORIZED: 01/30/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

Computer data files: Retain in Office for 10 years after

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 28197

TITLE: Fortitude treatment center resident case files

(continued)

jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates
and then transfer to State Records Center. Retain in State
Records Center for 10 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the
agency. Previous decision RDR 82-05: 2 years after release.

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

Protected. Utah Code 63G-2-305(13) 2014

Controlled. Utah Code 63G-2-304(1)(b) 2008

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 85254

3

TITLE: Freemont/Atherton group therapy files

DATES: 1983-

ARRANGEMENT: Chronological, thereunder by group name/type

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are created when the agency meets with the social workers and psychologists contracted by the agency to conduct therapy groups for the residents at the center in order to monitor the progress and activities of the groups. Types of groups could include sex education, assertiveness training, skills development, and others. Information includes attendance records, fees charged, and group evaluation forms.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 5.

AUTHORIZED: 01/07/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 2014 and continuing to the present. Retain in Office until scanned into UDOCA and verified per policy and then destroy.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: For records prior to and including 2013. Retain in Office for 1 year after jurisdiction terminates and then transfer to

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 85254

TITLE: Freemont/Atherton group therapy files

(continued)

State Records Center. Retain in State Records Center for 9 years
and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the
agency. The agency requested the retention be increased from 5
years due to potential litigation involving these files.

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(2)(d) 2014)

SECONDARY CLASSIFICATION(S):

Public. Utah Code 63G-2-301 (2008) Type of group, fees charged
Controlled. Utah Code 63G-2-304(1)(b) 2008 Psychiatric/psychological
information

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 6324

3

TITLE: Fremont/Atherton resident case files

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records document the history of each resident of a community correctional center. Some of the documents are produced by other agencies prior to the resident's arrival, such as pre-sentence investigations and psychological reports. The records are used to manage and administer the resident's program. Information includes face sheet, judgment and commitment order, pre-sentence investigations, chronological notes, progress reports, employment verification/worksheets, leave-time forms, sponsor application, program agreement/contract, case plan, checking account/financial information, release of information forms, discharge summary, disciplinary/incident reports, classification/risk assessment, and psychological evaluations.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 35.

AUTHORIZED: 04/28/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

Computer data files: Retain in Office for 10 years after

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 6324

TITLE: Fremont/Atherton resident case files

(continued)

jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates
and then transfer to State Records Center. Retain in State
Records Center for 10 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the
agency. Previous decision RDR 82-05: 2 years after release.

PRIMARY CLASSIFICATION:

Public	Name of individual, crime committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2)
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, and home phone number, specified medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014 and Utah Code 63G-2-305(13) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 83319

3

TITLE: Orange street community corrections center resident case files

DATES: 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document the history of each resident of a community correctional center. Some of the documents are produced by other agencies prior to the resident's arrival, such as pre-sentence investigations and psychological reports. The records are used to manage and administer the resident's program. Information includes face sheet, judgment and commitment order, pre-sentence investigations, chronological notes, progress reports, employment verification/worksheets, leave-time forms, sponsor application, program agreement/contract, case plan, checking account/financial information, release of information forms, discharge summary, disciplinary/incident reports, classification/risk assessment, and psychological evaluations. Documents the history of all residents of a community correctional center. Includes face sheet, judgment and commitment order, pre-sentence investigations, progress reports, employment information, program agreement, case plan, financial information, disciplinary/incident reports and discharge summary.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 35.

AUTHORIZED: 04/28/2003

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 83319

TITLE: Orange street community corrections center resident case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 82-05: 2 years after release.

PRIMARY CLASSIFICATION:

Public	Name of individual, crime committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 83319

TITLE: Orange street community corrections center resident case files

(continued)

SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, and home phone number, specified medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014 and Utah Code 63G-2-305(13) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 14403

3

TITLE: Parole staff meeting minutes

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of the Parole Staff. They include the date and time of the meeting, the agenda, the number of attendees, a summary of issues discussed or proposed, and a record of any votes taken during the meeting.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 20.

AUTHORIZED: 12/19/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 14403

TITLE: Parole staff meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 52-4-7(2) 1997

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 80151

3

TITLE: Salt Lake City offender criminal histories

DATES: 1955-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 80151

TITLE: Salt Lake City offender criminal histories

(continued)

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer. Utah Code 63G-2-201(2) 2013
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SECONDARY CLASSIFICATION(S):

Private.	Social security number, home address, home phone number, certain medical data. Utah Code 63G-2-302(2)(d) 2014
Controlled.	Psychological data, specified medical data. Utah Code 63G-2-304(1)(b) 2008
Protected.	Names of informants on incident reports. Utah Code 63G-2-305(10) 2014 and Utah Code 63G-2-305(13) 2014

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 10114

3

TITLE: Tooele office offender criminal histories

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by offender's surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 10114

TITLE: Tooele office offender criminal histories

(continued)

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public	Utah Code 63G-2-201(2) 2013. Name of individual, status (whether on probation or parole), crimes committed, whether or not individual is an inmate, and name of probation officer.
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SECONDARY CLASSIFICATION(S):

Private.	Utah Code 63G-2-302(2)(d) 2014. Social security number, home address, home phone number, certain medical data.
Controlled.	Utah Code 63G-2-304(1)(b) 2008. Psychological data, specified medical data.
Protected.	Utah Code 63G-2-305(13) 2014. Name of informants on incident reports.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 22969

3

TITLE: Treatment and Resource Center offender criminal histories

DATES: 1994-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document the history of all offenders on probation and parole. Includes the offender's name, history of charges, commitments, name of case worker, monthly reports to probation or parole officer, copies of court records, a history of probation or parole, incident reports, restitution data, correspondence and the probation or parole agreement.

RETENTION:

Retain 10 years after jurisdiction is terminated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 05/03/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until jurisdiction is terminated and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

AGENCY: Department of Corrections. Adult Probation and Parole. Region 3.
Administration and Salt Lake Office

SERIES: 22969

TITLE: Treatment and Resource Center offender criminal histories

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs of the agency. Previous decision RDR 81-08: 1 year (misdemeanor), 3 years (felony).

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private.	Social security number, medical data
Protected.	Incident reports
Controlled.	Psychological data

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.